

Reopening Steps

TABLE OF CONTENTS

Overview	1
Reopening a Step In a Review	1
LINK Help Desk Contact Information	2

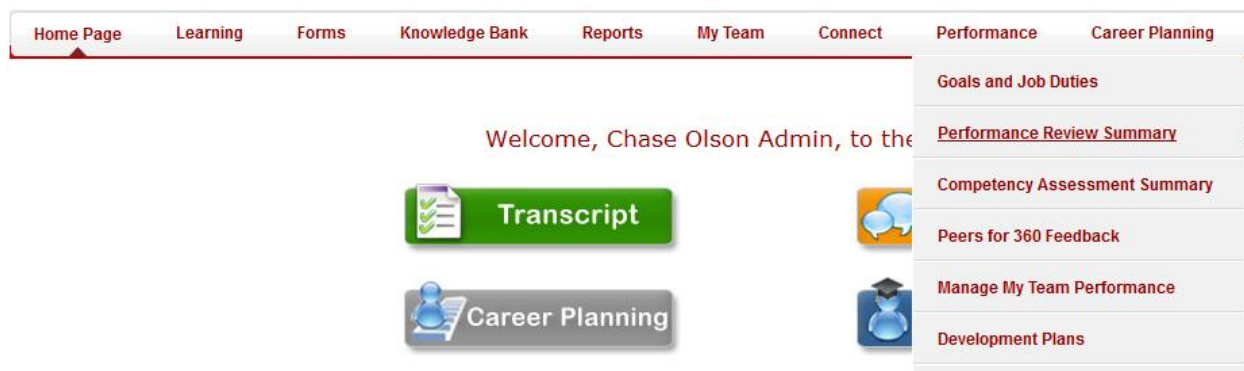
OVERVIEW

Managers and indirect managers can reopen a previous step in a performance review - this is useful when a review needs the ratings and comments updated or to let a step that got skipped get finished.

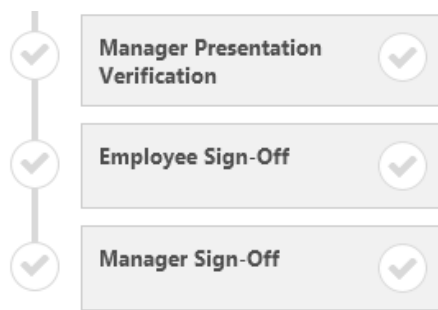
Note that while a review is at a reopened step it can't be reopened again and the reopened step must be completed before other steps can be done. Once the reopened step is completed, the review will move back to the step it was on before being reopened. Only previous steps can be reopened, and employees aren't able to reopen their own steps – for example, if a review is at the manager presentation step the manager can't reopen it to the manager review step; in these cases please contact the LINK help desk at as.linkhelp@nebraska.gov.

REOPENING A STEP IN A REVIEW

1. Open the review you wish to reopen to a previous step - you can find your reviews by going into the Performance menu and choosing Performance Review Summary, then clicking the title of the review you wish to reopen.



2. With the review open, scroll to the bottom of the Overview page and find the button that says Reopen Step – click this button to choose a step to reopen to.



Reopen Step

Get Started

Note – if the Reopen Step button does not appear, the review currently has a step reopened.

- After clicking the Reopen Steps button, you'll be able to choose what step to reopen the review to – click the Save button to reopen the review to the selected step.

Reopen Previous Review Step

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You may only reopen 1 review step at a time. Only steps that have a status of Complete or Past Due will appear.

☒ Employee Annual Performance Self Review Step

Comment for reviewer

Cancel

Save

LINK HELP DESK CONTACT INFORMATION

If you have questions or need your logon info, please contact the LINK help desk. The LINK Help Desk provides assistance for the following programs:

- The Employee Work Center
- The Employee Development Center

Email: as.linkhelp@nebraska.gov

Phone: 402.471.6234